



### **3 NUTRITION SERVICES**

*Effective: 12/1/95*

#### **3.10 Nutrition Risk Determination & Documentation: General**

*Revised: 05/16/05*

**POLICY:** Standardized assessment procedures, using equipment meeting established specifications (see Policy 3.50), and standardized WIC risk criteria are used to determine eligibility for the WIC Program at each certification. All risk factors must be specifically identified and documented at each certification. The person(s) identifying the risk factors must be noted (e.g., initials). Entries must be dated.

A Competent Professional Authority (CPA) (see Administration Chapter) must review the risk factor information, determine WIC eligibility, prescribe the food package, and provide appropriate counseling, education, and referrals. The CPA must understand the Wisconsin WIC Nutrition Risk Criteria for WIC Certification, Supplement to WIC Operations Manual, and the “WIC Certification and Secondary Nutrition Education Guidelines” (revision of the Guidelines for the current set of Risk Factors is pending).

#### **PROCEDURE:**

##### **A. NUTRITION ASSESSMENT DATA/INFORMATION**

1. Obtain a hematocrit or hemoglobin. See Policy 3.11.
2. Obtain a length/height and weight. See Policies 3.12, 3.13, 3.15, and 3.16.
3. Plot anthropometric values. See Policies 3.14 and 3.15.
4. Obtain nutrition-related health history information for nutrition-related medical conditions and predisposing risks. See Policy 3.17.
5. Obtain a 24-hour recall and information on dietary practices. See Policies 3.18 and 3.19.

##### **B. MEDICAL DATA FROM OTHER HEALTH CARE PROVIDERS**

1. Hematocrits, hemoglobins, weights, and lengths/heights from other health care providers may be used if the date(s) taken meet WIC requirements. See policies 3.11, 3.12, 3.13, 3.15, and 3.16.
2. The WIC Medical Referral forms (DPH 4024A and DPH 4024B) may be provided to other local health care providers to obtain written medical data. (See Attachments)



### **C. DETERMINATION OF RISK**

1. Accurately assess the applicant's data/information so that eligibility determination is correct, counseling is appropriate, and data reports are accurate.
2. Review the hematological, anthropometric, health/nutrition history, and dietary information.
3. Compare to the State WIC risk criteria (see Attachments or Wisconsin WIC Nutrition Risk Criteria for WIC Certification: Supplement to WIC Operations Manual). Only these risk criteria can be used for certification.

### **D. DOCUMENTATION OF RISK FACTORS**

1. Identify all risk factors via steps A.1-5 and document these and the initials of staff identifying the risks.
2. If a risk factor contains more than one condition, the specific condition must be trackable (e.g., information is on the Questionnaire or circled or written in on the Risk Factor/Flow Sheet).
3. If a participant has a risk factor, but further assessment indicates that risk factor is not a problem for the particular individual, document the risk factor, but tailor counseling and secondary nutrition education as appropriate.
4. Risk Factor/Flow Sheets (see Attachments) are available for documentation.

### **E. BREASTFEEDING DYAD CODES**

1. At the Breastfeeding dyad certification, assure consistency in use of the breastfeeding dyad codes so that both the mother and infant are placed in the highest priority for which either is eligible. It is not necessary to use a dyad risk factor if the participant is already in the highest priority level. See Policy 3.21.
  - a) For example, if the mother has an at risk hct/hgb (risk code 02, priority 1B) and the infant is an infant of a mother on WIC prenatally (risk code 98, priority 2B), use code 81 to move the infant from priority 2B to 1B. Since the mother is already a priority 1B, it is not necessary to use code 81 for her.
  - b) As another example, if the mother has an at risk hct/hgb (risk code 02, priority 1B) and the infant has a length for age <5th (risk code 17, priority 1B), it is not necessary to use a breastfeeding dyad code for either the mother or the baby since both are already in priority 1B.



## **F. ENTERING RISK FACTOR CODES INTO THE ADP SYSTEM**

1. Enter up to six risk factor codes into the ADP system. If a participant has more than six risk factors, be sure to enter a risk code that will place the participant in the highest priority level possible.
2. Enter the breastfeeding dyad codes, as needed, to assure that both the mother and infant are placed in the highest priority level for which either is eligible.
3. The participant's priority level, which is based on risk factors, is automatically determined by the ADP system.
4. The incidence of risk codes by status is reported on the WIC 805 Risk Factor Tally. The numbers and percentages of participants in the various priority levels are reported on the WIC 801 Enrolled and Participation report.

## **G. INFANTS OF MOTHERS ON WIC PRENATALLY**

See Policy 2.7.

## **H. CESSATION OF BREASTFEEDING**

1. When a breastfeeding mother stops breastfeeding:
  - a) If she is less than six months postpartum:
    - (1) If she had a risk factor of her own at her certification (i.e., any risk code other than a breastfeeding dyad code), change her status to postpartum nonbreastfeeding and change the certification expiration date to 6 months postpartum.
    - (2) If the breastfeeding mother only had a breastfeeding dyad code at her certification, issue a half package, terminate her, and schedule a certification appointment.
  - b) If she is six or more months postpartum, she is ineligible for further WIC benefits.
2. When a breastfed infant stops breastfeeding, change the status to nonbreastfeeding; honor the original certification expiration date. Because there is no categorical change, infants continue their certification period even if their status changes.

## **I. PROJECT-DEVELOPED DOCUMENTATION FORMS**



1. Projects may develop their own forms for documentation. Such forms must be approved by the Regional Office Nutrition Consultant. If another form is used, assure that the following are documented on that form and/or on others:
  - a) risk factors
  - b) anticipatory guidance needs
  - c) other problems
  - d) counseling
  - e) referrals
  - f) literature provided
  - g) CPA signature and title
  - h) other, e.g., identification, income

**NOTES:**

References:

Wisconsin WIC Nutrition Risk Criteria for WIC Certification: Supplement to WIC Operations Manual (first distributed to Projects in February, 1999)

**ATTACHMENTS:**

DPH 4024A WIC Medical Referral - Pregnant, Breastfeeding and Nonbreastfeeding Postpartum Women

DPH 4024B WIC Medical Referral - Infants and Children

DPH 4026 WIC Risk Factor Reference Sheet - Women

DPH 4025 WIC Risk Factor Reference Sheet - Infants and Children

Directions for Risk Factor/Flow Sheets

DPH 4574 Risk Factor/Flow Sheet - Prenatal

DPH 4575 Risk Factor/Flow Sheet - Breastfeeding/Postpartum

DPH 4573 Risk Factor/Flow Sheet – Infants

DPH 4572 Risk Factor/Flow Sheet – Child